

ADMINISTRATIVE ANALYST III

DEFINITION

Under general direction, to perform advanced professional administrative work in conducting comprehensive analyses and coordination of municipal policies, organizations, procedures, finance and services.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the Administrative Analyst series. This class is distinguished from the other classifications within the series by the level of responsibility assumed, difficulty and complexity of work performed, independence of action taken, and by the nature of the public contact made. Employees are required to be fully trained in all procedures related to assigned area of responsibility and perform the most difficult and responsible types of duties assigned to classes within this series including analysis and administration. Positions allocated to this class exercise a high degree of responsibility for coordinating and administering departmental budget, as well as providing administrative support city-wide in the areas of developing policies, processes and procedures.

SUPERVISION RECEIVED

General direction is provided by higher level management or administrative staff.

SUPERVISION EXERCISED

May exercise direct supervision over lower level professional, technical and clerical staff.

ESSENTIAL DUTIES

Depending upon assignment, duties may include but are not limited to the following:

Investigate, interpret, analyze, develop and prepare recommendations in relation to proposals for new programs, grants, services, equipment, and personnel.

Analyze, interpret, and explain City policies and procedures. Develop departmental and city-wide policies and procedures.

Investigate and prepare reports on specific requests and complaints pertaining to various governmental activities. Develop processes, procedures and policies to resolve future requests and complaints.

ESSENTIAL DUTIES (continued)

Search for new grants and coordinate City-wide grant activities; write applications; monitor programs for compliance with regulations; prepare and maintain necessary records and reports.

Coordinate, schedule and supervise the preparation of the City's annual budget.

Confer with members of the public to explain policies and programs.

Gather and analyze data on existing programs, conduct surveys and prepare proposals including financing, staffing, and organization requirements.

Represent the City in the community, and at professional meetings as required.

Represent the City in interdepartmental and interagency projects.

Respond to citizen complaints and requests for information. Develop processes, procedures and policies to resolve future complaints and requests.

Assist in the coordination of activities of the City Manager's Office, with City departments and divisions, and with outside agencies.

Supervise and train subordinates; provide performance evaluations.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and labor relations.

Principles and practices of organization, management, and supervision review analyses.

Advanced research techniques, sources and availability of information and methods of report presentation.

Principles, methods, and practices of municipal finance, budgeting, accounting, and risk management.

Applicable federal, state and local laws, rules, and regulations pertaining to local government operations.

Ability to:

Communicate clearly and concisely, orally, and in writing.

Properly interpret and make decisions in accordance with laws, regulations and policies.

Prepare complete accurate reports.

Analyze a variety of administrative problems and make sound policy and procedural recommendations.

Supervise and train employees.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to qualify would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration or a closely related field.

Experience: Three (3) years of experience comparable to that of an Administrative Analyst II in the City of Hayward.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

0723CS

Created: December 1980

Revised: June 1984

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AAP GROUP: 4
FPPC GROUP: Designated
FLSA STATUS: Exempt